

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. Contract Number		Page of Pages 1      1	
2. Amendment/Modification Number <b>A001</b>		3. Effective Date <b>8/23/2006</b>		4. Requisition/Purchase Request No.		5. Solicitation Caption <b>Lockboxes and Collection Svcs</b>	
6. Issued By: <b>Office of Contracting and Procurement GROUP V 441 - 4th Street, N.W., Suite 700 South Washington, DC 20001</b>				7. Administered By (If other than line 6)			
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)				(X)		9A. Amendment of Solicitation No. <b>DCKV-2007-R-0001</b>	
						9B. Dated (See Item 11) <b>July 28, 2006</b>	
						10A. Modification of Contract/Order No.	
						10B. Dated (See Item 13)	
Code		Facility					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>7</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. Accounting and Appropriation Data (If Required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14							
<input checked="" type="checkbox"/> A. This change order is issued pursuant to: (Specify Authority) The changes set forth in Item 14 are made in the contract/order no. in item 10A.							
<input type="checkbox"/> B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation date, etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.							
<input type="checkbox"/> C. This supplemental agreement is entered into pursuant to authority of:							
<input type="checkbox"/> D. Other (Specify type of modification and authority)							
<b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. Description of amendment/modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)							
<p><b>PROPOSAL DUE DATE CHANGED FROM: SEPTMBER 5, 2006 at 2:00 p.m. TO SEPTEMBER 19, 2006 at 2:00 p.m</b></p> <p><b>Clarifications, changes and corrections to subject solicitation are set forth on the Attached Sheets.</b></p>							
Except as provided herein, all terms and conditions of the document referenced in Item (9A or 10A) remain unchanged and in full force and effect							
15A. Name and Title of Signer (Type or print)				16A. Name of Contracting Officer <b>SHEILA MOBLEY</b>			
15B. Name of Contractor		15C. Date Signed		16B. District of Columbia		16C. Date Signed	
(Signature of person authorized to sign)				<i>Sheila Mobley</i> (Signature of Contracting Officer)		<b>23-Aug-06</b>	

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF CONTRACTING AND PROCURMENT**



August 23, 2006

**TO: ALL PROSPECTIVE OFFERORS**  
**SUBJECT: Solicitation No. DCKV-2007-R-0001**  
**Lockbox and Collection Services**

**AMENDMENT NO. 1**

**PROPOSAL DUE DATED CHANGED FROM: September 5, 2006 at 2:00 p.m.**

**TO: September 19, 2006 at 2:00 p.m.**

Clarifications, changes and corrections to subject solicitation are set forth below:

- 1. Page 1 – Cover page, Item 1, delete “Printing of Parking Tickets” and insert “Lockbox and Collection Services”**
- 2. Page 1 – Cover page, Item 9. delete 5 and insert 7.**
- 3. Page 6, Delete Section C.2,7 in its entirety.**
- 4. Attached hereto is a list of Responses to Vendor Questions. Questions not answered here will be addressed in subsequent amendments to this solicitation.**

Only one (1) copy of this amendment is being sent to offerors. Sign and attach a copy of the amendment to each copy of your proposal submitted to the District, and return to the address listed above. In the event your proposal has been previously deposited, submit this amendment by sealed envelope, identified on the outside by solicitation number and proposal closing date.

This amendment, together with your proposal, must be received in this office prior to the time set for receipt of proposals.

Revisions or price changes occasioned by this amendment must be received in this office prior to the submission date set for receipt of proposals.

**FAILURE TO ACKNOWLEDGE RECEIPT OF THIS AMENDMENT MAY BE CAUSE  
FOR REJECTION OF YOUR OFFER.**

*Sheila Mobley*

Sheila Mobley  
Contracting Officer

This amendment is acknowledged and is considered a part of the offer.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Date

## QUESTIONS FROM PROSPECTIVE OFFERORS

- 1Q. May an agency bid on only one portion of this contract?
- 1A. **An award will be made to one Offeror for all services under the RFP. The Offeror may partner with other entities for portions of the contracted work.**
- 2Q. I do not understand the minority set-aside for this solicitation. Is there a percentage of the total dollar value that is set-aside for minority contractors?
- 2A. **The entire solicitation is set-aside. This means that in order for an offeror to be considered for evaluation and award, the Contractor must be certified with the District of Columbia Department of Small and Local Business Development identified in Section M.7.5.2 and M.7.5.3 of the solicitation.**
- 3Q. Who is the current contractor(s) providing lockbox services? What is the current Contractor's fee for such services?
- 3A. **ACS State and Local Solutions, Inc. is contracted to perform ticket processing and ancillary services, and presently subcontract the lockbox services component to Dynamic Concepts, Inc. (DCI). As the District does not contract with DCI, the rate paid to that company per ticket is unknown.**
- 4Q. Who is the current contractor(s) providing secondary collection services? What is the current contractor's fee for such services.
- 4A. **ACS State and Local Solutions. The District pays the current contractor a contingency fee of 34% for revenue collected, subject to a number of fee exceptions as listed in section C.4.2.4.1 of the RFP. Litigation is not a collection tool that is currently used.**
- 5Q. Does the requested lockbox services pertain to current as well as secondary ticket payments, or does it refer solely to secondary collection payments?
- 5A. **Both.**
- 6Q. Will this contract be awarded to a sole vendor, or will there be multiple vendors?
- 6A. **An award will be made to one Offeror for all services under the RFP. The Offeror may partner with other entities for portions of the contracted work.**
- 7Q. May a bidder submit a proposal to provide lockbox services only, and not collection services? May a bidder submit a proposal to provide collection services only, and not lockbox services? Or must bidder submit a proposal to provide both lockbox and collection services in order to be deemed responsive?
- 7A. **An award will be made to one Offeror for all services under the RFP. The Offeror may partner with other entities for portions of the contracted work.**

- 8Q. The solicitation indicates that the District will furnish responses to written questions to all prospective offerors. How do I request that I receive notice of all such responses?
- 9A. **Written responses to all questions will be issued in the form of an amendment to the solicitation. Each vendor on the bidders list will be sent a copy of each amendment. A copy of each amendment will be posted on the OCP website for those firms who downloaded copies of the solicitation from the website.**
- 10Q. What is meant by the term “Set-Aside” which is designated as the “Type of Market”? What is the specific classification for the set aside? Is this a minority LSDBE etc. set aside?
- 10A. **The term set-aside means you must be certified with the District of Columbia Department of Small and Local Business Development identified in Section M.7.5.2 and M.7.5.3 of the solicitation.**
- 11Q Will there be a pre-proposal conference?
- 11A. **No.**
- 12Q. Please clarify how many original proposals and copies are required. Page 1, item 9, mentions 5 copies. Page 42, Section 42, mentions 7 copies.
- 12A. **See Item 2 page 1 above.**
- 13Q. Should the electronic copy include both the Technical and Price proposals, and all required forms?
- 13A. **Yes. The electronic copy should include your entire proposal, both technical and price and all attachments thereto.**
- 14Q. Please specify what documentation will be required to substantiate collection activities in order to receive any contingency fees (Page 14, C.4.1.8.3).
- 14A. **At a minimum, a collection notice must be generated and mailed, and the most recent mailing is to appear on the monthly fee analysis report referenced in Section C.4.2.6.1a of the RFP.**
- 15Q. Please clarify the required timeframe for making lockbox payment bank deposits. Section C.4.1.11.5 requires “same day” bank deposits. Section C.4.1.11.8 mentions deposits “within 24 hours” or receipt.
- 15A. **The timeframe indicated in Section C.4.1.11.5 will apply.**
- 16Q. Section C.4.1.12, Page 16, refers to the required submission of an automated monthly reconciliation file to the finance system. Please supply the required BAI file format.
- 16A. **The format can be found on <http://www.bai.org/operations/faq.asp>.**

- 17Q. Who is the current contracted vendor for Lockbox, and what is their rate charge?
- 17A. **ACS State and Local Solutions, Inc. is contracted to perform ticket processing and ancillary services, and presently subcontracts the lockbox services component to Dynamic Concepts, Inc. (DCI). As the District does not hold a contract with DCI, the rate paid to that company per ticket is unknown.**
- 18Q. Who is the current contracted vendor for Collections, and what is their rate charge?
- 18A. **ACS State and Local Solutions, Inc. is the current vendor for collections. The contracted fee is 34% of revenue collected, subject to fee exclusions identified in Section C.4.3.2.1 of the RFP.**
- 19Q. Is the District seeking one vendor to provide all the services required in the RFP or is it possible to bid on strictly the Collection component or the Lock Box component?
- 19A. **The District prefers that one contractor be responsible for all services provided in the RFP. The contractor may partner with another entity or entities.**
- 20Q. What computer systems are you currently using to process your tickets? Are all the different ticket types tracked on the same system?
- 21A. **The District currently accesses ticket information through a proprietary ticket system provided by ACS State and Local Solutions, Inc. All tickets are presently tracked on the same system, although photo-enhanced tickets presently reside on a separate database.**
- 22Q. Has the RFP for the ticket system and ancillary support been solicited? If not, when is its anticipated release?
- 22A. **The RFP for ticket processing and ancillary services has already been issued and award is pending.**
- 23Q. On RFP page 4, RE: \*The District... The estimated annual quantity for "Delinquent Collection Services" is in terms of estimated revenue derived from collection services." Can you state whether the revenue is solely collection agency revenue, solely DMV revenue, or pre-split representing total monies collected from collection services?
- 23A. **The estimated annual quantity represents the total revenue from collections activity including the fee that is paid to the collection agency.**
- 24Q. Who is the current ticket system contractor DMV has contracted with?
- 24A. **ACS State and Local Solutions, Inc.**

- 25Q. Who is the current contractor with whom District of Columbia Metropolitan Police Department has contracted with for photo radar and red light camera tickets?
- 25A. ACS State and Local Solutions, Inc.**
- 26Q. On RFP page 6, RE: "As the Metropolitan Police Department (MPD) has recently increased the number of photo red light camera locations from 39 to 49 and the number of fixed pole radar locations from one to ten, the volume and dollar value of lockbox payments for those tickets is expected to increase substantially." Why in Schedule B is the Estimated Annual Quantity showing an average annual decrease of approximately 17,000 payments?
- 26A. MPD anticipates that the number of violations at each fixed pole location will diminish over time as drivers become aware of their existence.**
- 27Q. On RFP page 6, RE: "The Offeror shall also receive, following implementation, a file of aged tickets from the prior contracts for these services that remain uncollected." Can the District provide the approximate total value and volume of these accounts, and their overall average age?
- 27A. The approximate total value and volume of these accounts is set forth in the table in section C.4.2.1.2.1 of the RFP.**
- 28Q. What is the percentage breakout of tickets owed by individual drivers versus those owed by fleet and rental companies?
- 28A. Tags issued to fleet and rental company vehicles are not differentiated as such on the ticket database unless the companies are registered with the District as participants in the fleet or rental adjudication programs.**
- 29Q. Is the District requesting 6 or 8 copies be provided?
- 29A. See Item 2 on page 1 above.**
- 20Q. When is the contract award date?
- 31A. Contract award date is the date the contract is signed by the Contracting Officer.**
- 32Q. When is the contract start date?
- 32A. The start date is the date the contract is awarded. There will be a transition period.**
- 33Q. How many agencies will be selected for secondary collections? For lockbox operations?
- 33A. An award will be made to one Offeror for all services under the RFP. The Offeror may partner with other entities for portions of the contracted work.**

- 34Q. Is there a fee breakout that the District can provide, giving an idea as to where rates are currently for secondary collections, and litigation if applicable?
- 34A. **The District pays the current contractor a contingency fee of 34% for revenue collected, subject to a number of fee exceptions as listed in section C.4.2.4.1 of the RFP. Litigation is not a collection tool that is currently being used.**
- 35Q. Will litigation be authorized under the new contract?
- 35A. **The Office of the Attorney General, D.C. has exclusive authority to represent and approve any private representation of the District Government, District employees in their official capacities, and the independent and subordinate agencies of the District Government, in administrative and court litigation, except in the limited situation where a statute clearly authorizes and agency to represent itself or to obtain private representation.**
- 36Q. What kind of overall liquidation has the District received for secondary collections to date under the current contracts?
- 36A. **For parking and traffic tickets, the liquidation (payment) rate to date for tickets assigned to collections during calendar year 2005 is 24.63% by count and 22.34% by dollar amount. The liquidation rate for photo enforcement tickets is not available.**
- 37Q. Realizing the forecasted Estimated Annual Quantity of \$12,546,000 represents estimated revenue derived from collection services, can the District provide the following data elements for the same portfolio on a monthly basis:
- Dollar value of accounts to be placed
  - Volume of account to be placed
  - Average age of accounts at time of placement
- 37A. **Parking and traffic tickets:**
- \$2,925,000**
  - 30,390**
  - 150 days**
- Photo enforcement tickets: data is not available**
- 38Q. Will an oral presentation or site visit be part of the District's selection process?
- 38A. **Neither is presently contemplated.**
- 39Q. Is it acceptable for an offeror to propose services strictly for the collection component of the RFP, or will it be necessary for an offeror whose scope does not include lockbox services to partner or subcontract with another agency in order to bid on this contract?
- 39A. **An award will be made to one Offeror for all services under the RFP. The Offeror may partner with other entities for portions of the contracted work.**
- 40Q. Current Contract

- a) Who are the current collection vendors the District utilizes to perform the services described in the RFP document?
  - b) What fee rates are the above vendors charging for their services?
  - c) What recovery rates are the above vendors returning to the District?
- 40A. a) ACS State and Local Solutions, Inc. is the contracted vendor for secondary collections on parking and traffic tickets. The same company performs secondary collection related services in a separate contract with the Metropolitan Police Department for photo enforcement tickets, but this is not a separately price component.**
- b) The contracted fee is 34% of revenue collected, subject to fee exclusions identified in the RFP Section c.4.3.2.1. secondary collection services for the photo enforcement contract are not separately price from other ticket related services.**
- c) For parking and traffic tickets, the recovery rate to date for tickets assigned for secondary collections during calendar year 2005 is 24.63% by count and 22.34% by dollar amount. Recovery rates are not available for photo enforcement tickets.**
- 41Q. Section B.2.3 requests rates for an "Alternate Enhancement Process." Please clarify this section by explaining what the District means by alternate enhancement process.
- 41A. The Alternate Enhancement Process refers to an image-enabled environment for payments that eliminates the need to transport paper checks for presentment between banks. Current law allow banks to provide a substitute check in lieu of an original check and allows the depository or collecting bank to present substitute checks to the paying bank for payment.**
- 42Q. Section C.2.1 states the objective of the RFP is to obtain a contract with an Offeror to "support the ability of customers to mail payments for photo enforcement, parking and moving tickets issued within the District, and to support the ability of customers to pay tickets pursuant to secondary collection activity. The mail payments lockbox function includes the receipt, processing and deposit of payments, and transmission of payment data to the ticket system.

The secondary ticket collection function includes the design and pursuit of a collection strategy for tickets that have been assigned for secondary collections, customer service pursuant to incoming correspondence and phone calls, and transmission of payment data to the ticket system.

May Offerors bid on either lockbox services or collection services or both, or does the District require that Offerors bid on both lockbox and collection services?



- 42A. The District requires that offerors bid on both lockbox and collection services and does not contemplate separate contractual arrangements with entities providing these services.**
- 43Q. Page 1, Box six has “Set Aside” check. Please clarify does this have any implications for larger offerors located out of the Washington DC footprint?
- 43A. The entire solicitation is Set-Aside. This means that in order for an offeror to be considered for evaluation and award, the Contractor must be certified with the District of Columbia Department of Small and Local Business Development identified in Section M.7.5.2 and M.7.5.3 of the solicitation.**
- 44Q. Page 22, Section D Package and Marking, Please clarify what this stipulation requires relative to the services to be performed on the contract?
- 44A. These are standard contract provisions used in all District contracts when special packaging and marking requires are not stated. They only apply to contracts where there is a need for this requirement.**
- 45Q. Page 23, Section F.3, Deliverable table. Does this include the GANNT chart? Does the District require any other deliverables that should be listed here?
- 45A. This includes the GANNT chart and the forms stated in F.3.1.**
- 45Q. Page 30, Section H.5, 51% district residents new hire requirements. Please clarify: is it correct to interpret that H.5 is only applicable to lock box services performed within 25 miles of the District, and does not apply to contractor offices not located in Washington, DC.
- 45A. This applies to the entire solicitation. It is required, that if new positions with your firm is created by receipt of the award of a contract from this solicitation, that your first source for employment personnel is the DC Department of Employment services. Of course, if you are located across the country, you would not expected to contact DOES.**
- 46Q. Page 40, Section K.7, Buy American Certification, Since collection is a service, will this clause apply to the contract? If it does, will we be required to have our vendors certify that any supplies, IT equipment, etc. complies with the “Buy American Act”?
- 46A. No to both questions.**
- 47Q. Page 41, Section K.7, Tax Affidavit, We did not receive certain attachments such as J.2.3. Can you please provide directions to obtain these documents?
- 47A. All attachments under Section J.2, can be downloaded via [www.ocp.dc.gov](http://www.ocp.dc.gov) website.**
- 48Q. What agency is currently the lockbox vendor?

- 48A. **See item 3A above.**
- 49Q. Page 45, L.2.1.1.2.2, References. Please clarify: how far back in time should this list of clients go? Is three years sufficient, since this is how far back the District might call clients not specifically listed as references?
- 49A. **Contractor should provide references as far back, in excess of the three (3) years, to establish a record of providing the required services.**
- 50Q. How many copies of the proposal should be submit? On p. 1 it says 1 original and 5 copies, but on p. 42 it says 1 original and 7 copies.
- 50A. **See item 2 page 1.**
- 51Q. If our principal office is located outside the District, must we submit the LSDBE Certification Application?
- 51A. **Yes. You are still required to be certified by the DC Department of Small and Local Business Development as stated in Section M.7.4.**
- 52Q. On the Offer Award Form it asks for the Original and 5 Copies of the Offerors response to the solicitation. However, in Section L.2 Proposal Form, Organization and Content it asks for "One Original and 7 copies. Which is correct?
- 52A. **See item 2 on page 1.**
- 53Q. C.4.2.1.2.1 "Pre-existent aged tickets" discusses the collection of tickets that date back to 1999. What percentage of these Aged Tickets are deemed collectible?
- 53A. **From analyses performed on the subsets of the aged population, offerors should assume that a majority of the tickets in this population have some constraint that would likely preclude collections. The most common constraints are lack of name and address and wrong address. If the vehicle registrant's home jurisdiction DMV has been unable to identify the registrant on the basis of a tag number that is on the ticket, the tickets remains on the system in the event a payment is made but there is no means of contacting the registrant. In other cases, an identification has been made but subsequent notices are returned undelivered. It is estimated that over 60% of the aged receivables population falls within these constraint categories.**
- 54Q. C.2.7 Partnering. After reviewing C.2.7.1 which states "Offerors may choose to partner with other service providers or subcontract some or all of the services offered under this RFP". This statement appears to be in disagreement with the current LSDBE law (as described in Section M.7) of at least 51% should be performed by an LSDBE entity (Prime or Joint Venture) and 49% for a non LSDBE subcontractor(s). Since this is a LSDBE Set Aside, the description regarding Partnering (subcontract all of the services) appears to be inaccurate. Please provide clarification regarding Partnering.
- 54A. **Section C.7 has been deleted in it entirety. See item 3 on page 1.**

- 55Q. Will there be Bidders Conference for this solicitation, given the complexity and significance to the District Government it would seem that potential Offerors would have an opportunity to observe the various task currently being performed?
- 55A. No preproposal conference will be held.**
- 56Q. Can you provide the contract value of the current contract or more specifically the value for the Lockbox and Collection Services of the current contract?
- 56A. The current ticket processing contract does not break out the fee per ticket that is associated with lockbox services. The net contingency fees paid to the contractor for secondary collections work in 2005 amount to \$2,788,032.00.**
- 57Q. Is it correct to interpret that certain requirements (including F.3.1, G.3.1, H.1, H.2, and H.5, as well as the First Source Employment Agreement) do not apply or may be waived if a collection contractor is located outside the Washington Standard Metropolitan Statistical Area and none of the contract work is performed inside the Washington Standard Metropolitan Statistical Area? If a formal waiver is required, how would such a waiver be obtained?
- 57A. You are still required to complete the forms and submit them with your proposal. The DC Department of Employment Services will make a determination whether or not you are not required to comply with the requirement and if not, automatically waive you of the requirement.**
58. Page 6 C.2.5: Will all aged tickets assigned for secondary collections have registered owner information?
- 58A. Yes, the size of the aged receivables file referenced in RFP Section C.4.2.1.21. does not reflect the collectibility of the receivables. Based on analyses of a subset of the aged receivables population, nearly one half of the aged tickets will not have a name and address attributable to the vehicle plate. Tickets will not be referred for secondary collections if no name and address is available.**
- 59Q. Page 12: Do sections C.4.1.4.6.10 thru 12 refer to requirements specific to the alternate enhancement process?
- 59A. Yes, except that in Section C.4.1.4.6.12 the requirement to return the check to the customer is applicable if there is no alternative enhancement proposal. If there is such a proposal, it should address the recommended manner of handling returned checks.**
- 60Q. Page 17, C.4.2.1.1: Can the District provide the average number of days that elapse between ticket issuance and Secondary Collections referral for each category, Parking, Moving, Photo Red Light, Photo Radar?

**60A. Parking and traffic tickets, average of 150 days, photo enforcement tickets – not available.**

61Q. Page 17, C.4.2.1.2.1: Can the District provide any additional information on the pre-existing ticket balance, particularly a breakdown of the balance owing by year of ticket issuance?

**61A. Parking and Traffic Tickets**  
**12-24 Months from Issuance - \$33,126,962**  
**24 TO 36 Months from Issuance - \$33,824,244**  
**36 + Months from Issuance - \$229,037,986**

**Note that the assignability or collectibility of tickets in this aged populations is not addressed in the table breakdown in RFP Section C.4.2.1.2.1 These numbers simply convey unpaid balances.**

62Q. Will the Secondary Collections contractor have the ability to refer records to a sub-contractor for specialized collection activity?

**62A. Yes. It is expected that any anticipated arrangement of this nature be adequately identified and described in the offeror's proposal.**

63Q. What are the Districts standards for referral of delinquent debt to National Credit Reporting Agencies?

**63A. ALLOWABLE.**

64Q. Will there be a pre-proposal conference?

**64A. See item 11A above.**

65Q. Please clarify how many original proposals and copies are required? On page 1, item 9 mentions 5 copies. Page 42, Section 42 mentions 7 copies.

**65A. See item 2 on page 1 above.**

66Q. Should the electronic copy include both the Technical and Price proposals and all required forms? (Page 49, L.13)

**66A. See item 13A above.**

67Q. Please specify what documentation will be required to substantiate collection activities in order to receive any contingency fees (Page 14, C.4.1.8.3)

**67A. The primary source will be the fee analysis report, described in RFP Section C.4.2.6.1.**

68Q. Please clarify the required time-frame for making lockbox payment bank deposits. Section C.4.1.11.5 requires same day bank deposits. Section C.4.1.11.8 mentions deposits within 24 hours of receipt.

**68A. The required timeframe is same day deposits.**

69Q. Section C.4.1.12, page 16, refers to the required submission of an automated monthly reconciliation file to the finance system. Please supply the required BAI file format.

**69A. The format can be found on <http://www.bai.org/operations/faq.asp>.**

70Q. Page 46, L.2.1.1.2.2 refers to a Performance Evaluation Form. Is this to be completed by the offeror's clients? This form was not found in the RFP package.

**70A. See Attachment J.1.2.**

71Q. As a point of clarification, must the primary contractor be a LSDBE firm?

**71A. Yes.**

**72A. Samples of the Parking and Traffic Tickets can be picked up along with a copy of Amendment No. 01 at the following locations:**

**DC Office of Contracting and Procurement  
Bid Counter  
441 – 4<sup>th</sup> Street, N.W., 7<sup>th</sup> Floor South  
Washington, DC 20001**